

## INTRODUCTION

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This request for proposals is on behalf of the City of Ann Arbor, MI which intends to purchase renewable energy certificates (RECs) for a portion of the their consumption. The City is interested in a purchase of 3,000 – 4,000 MWh per year for a contract length of one or two years.

The City of Ann Arbor is also interested in options for additional customers (citizens and businesses in Ann Arbor) to participate in this purchase. The City, along with assistance from the vendor, will market an additional amount of RECs to other energy users in Ann Arbor, including large and small businesses, and residences. The City seeks marketing support from the vendor, and the ability of the vendor to offer such support will be an important consideration in choosing a vendor.

## SCHEDULE

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Request for Proposals Schedule	
Request for Proposals Delivered to Market	July 12, 2007
Vendor Questions Submitted to Think Energy	July 19, 2007
Response to Vendor Questions	July 24, 2007
Proposal Submissions	August 9, 2007
Short List Vendor Selection	August 17, 2007
Short List Vendor Presentations	August 24, 2007
Vendor Selection	September 8, 2007
Contract Start Date	September or October 2007

## REQUIRED BUSINESS INFORMATION

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Please provide the following information about your business.

- A. Legal name of firm
- B. Primary contact at firm
- C. Street address, city, state, and zip code
- D. Mailing address with city, state and zip code for correspondence
- E. Main telephone number
- F. Fax number
- G. World Wide Web address
- H. Parent company (if any)
- I. Date established under current name
- J. Corporate management
- K. Provide three current references for which you have provided services similar to those requested by for this RFP. Include company name, contact person, type and length of service provided, phone number and authority to contact individual.
- L. Verify your firm's operating authority to do business in the State of Michigan

## PRODUCT REQUEST

The City of Ann Arbor would like to see bids with the following product specifications and options.

Product Specifications and Options	
<b>Quantity</b>	Provide RECs to cover: <ul style="list-style-type: none"> <li>3,000 – 4,000 MWh for the City of Ann Arbor</li> <li>Additional MWhs as purchased by other customers</li> </ul>
<b>Source Location</b>	The City prefers RECs sourced from Michigan or within the region, but all source locations will be considered. Please include the location of all sources of power, including the name and address of the power plants if possible.
<b>Source Age</b>	The City requires 100% new renewable sources as defined by Green-e.
<b>Renewable Resources</b>	Wind and solar are the preferred sources, but other sources such as landfill gas, hydro and biomass will also be considered. For RECs from generators using biomass as a feedstock, please specify the type of feedstock. For RECs from hydroelectric generators, please specify whether the source has been certified by the Low Impact Hydro Institute.
<b>Pricing Structure</b>	Provide pricing for different classes of buyers: <ul style="list-style-type: none"> <li>Anchor buyer (City of Ann Arbor)</li> <li>Large buyers (Businesses and other entities with annual use of over 15,000 MWh)</li> <li>Medium Buyers (Businesses and other entities with annual use of 1,000 – 15,000 MWh)</li> <li>Small Buyers (Businesses, residences and other entities with annual use of less than 1,000 MWh)</li> </ul>
<b>Term</b>	A one or two year contract is preferred; please give pricing for both one and two year contracts.
<b>Marketing Support</b>	Please describe how your organization would support the efforts by the City to market RECs to additional purchasers.
<b>Pollution Benefits</b>	Please describe type and quantity of pollution benefits owned by the customers, including CO <sub>2</sub> , and other attributes.
<b>Promotional Value</b>	Describe all promotional benefits your organization will provide.
<b>Certification</b>	Green-e
<b>Sample Contract</b>	Please provide a copy or an outline of the “Terms and Conditions” for the sale of RECs. It should include provisions for billing and payment terms, delivery and title transfer, performance guarantees and penalties for non-delivery.
<b>Project Opposition</b>	If there has been any publicized local, state, regional or national opposition to any of the specific generators of the renewable energy certificates that your organization is aware of, please disclose this.
<b>Business Information</b>	Please provide all information listed under “Required Business Information.”



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## **SUBMISSION OF BIDS**

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Think Energy, Inc. and the Center for a New American Dream are assisting the City of Ann Arbor with this RFP. Please send all written questions no later than **July 19, 2007**. Please submit completed bids no later than **August 9, 2007**. All bids and inquiries should be sent to Allison Buttel at Think Energy via email to: [abuttel@thinkenergy.net](mailto:abuttel@thinkenergy.net). Feel free to contact Think Energy at (301) 270-2905 with any general questions or concerns.